



# Maryland State Archives

## Draft: Hall of Records Commission Meeting Minutes

May 11, 2018, 12:00 noon

Electronic Classroom, Maryland State Archives

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### Call to Order by Chair

#### Attendees

The Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*

Ms. Susanne Brogan, *representing the State Treasurer*

Dr. Ida Jones, *representing Morgan State University*

Ms. Jenny Kinniff, *representing The Johns Hopkins University*

Ms. Ellen Robertson, *representing the Department of General Services*

### Special Guest

Ms. Eliana Pangelinan, *Staff Administrative Office of the Courts*

### Opening Remarks / Special Announcements

Timothy D. Baker, State Archivist and Commissioner of Land Patents, and the Chair, welcomed Ms. Kinniff and Ms. Pangelinan.

Mr. Baker noted that both Senate President Mike Miller and Delegate Sandy Rosenberg were unable to join the meeting due to their attendance at the funeral of Baltimore County Executive Kevin Kamenetz.

Mr. Baker announced that Dr. Whit Ridgway, HRC representative for the University of Maryland, was retiring after twenty-three years with the Hall of Records Commission. Dr. Ridgway could not attend the meeting due to illness, but Mr. Baker and the Chair acknowledged his contributions to the Commission and displayed a Governor's Citation that will be presented to Dr. Ridgway at a later date.

### Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, November 17, 2017

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc\\_minutes\\_fall\\_2017.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_minutes_fall_2017.pdf)

## **Special Meetings, Advisory Boards & Celebratory Events Held**

Mr. Baker reported that on March 14, on behalf of the Maryland State Senate, he had the pleasure of presenting First Citizen Awards to Chief Judge Mary Ellen Barbera, Dr. David Wilson, president of Morgan State University, and Dr. Wallace Loh, president of the University of Maryland, College Park. Mr. Baker noted that it was significant that all three recipients were current members of the Hall of Records Commission, and thanked them for their continued support of the Archives.

Ms. Brogan moved to approve the minutes as drafted and recognize the special meetings of the Commission. The Chair seconded and the motion carried unanimously.

## **Records Retention & Disposal**

### **Retention Schedules:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc\\_schedule\\_s\\_5-11-2018.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_schedule_s_5-11-2018.pdf)

### **Disposal Certificates:**

[http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc\\_disposals\\_5-11-2018.pdf](http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_disposals_5-11-2018.pdf)

James Watson reported that 47 retention schedules had been approved, with 23 from state agencies, 20 from county agencies, and four from various municipalities. The Archives has also approved 216 disposal certificates since the last Commission meeting. Of these, 163 were submitted electronically. Mr. Baker noted the efficiencies of electronic submission.

Ms. Brogan moved to approve the Records Retention Schedules and Disposal Certificates as presented, seconded by Dr. Jones. The motion was unanimously approved.

## **State Archivist's Report**

### **Chronology of staff activities since the last meeting**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc\\_chronology\\_spring2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_chronology_spring2018.pdf)

Mr. Baker drew the members' attention to the chronology of staff activities, citing it as a useful means of assessing agency outreach and priorities.

## **Publications**

### ***“A Dwelling-House and Other Conveniences...” A History of Maryland’s Government House***

Mr. Baker noted the role of the Hall of Records Commission in making the public aware of Archives’ publications.

Elaine Rice Bachmann announced the publication of *“A Dwelling-House and Other Conveniences...” A History of Maryland’s Government House*, released in celebration of the 150th anniversary of the governor’s mansion. Funded by the Foundation for the Preservation of Government House of Maryland, Inc., the book was written by Ms. Rice Bachmann and Mimi Calver using years of research conducted by Archives staff. Designed by Michele Danoff of Graphics by Design, this new publication will be made available to the public at an open house being hosted by the Governor and First Lady on Saturday, 12 May. Mr. Baker invited Commission members and their families to attend this event.

### ***“Researching African American Families at the Maryland State Archives”***

Mr. Baker reported that, with the help of a grant from the Four Rivers Heritage Area, the Archives was able to publish a second edition of the booklet “Researching African American Families at the Maryland State Archives,” originally written by Phebe Jacobsen and published by the Hall of Records in 1984. Ten thousand copies were printed for free public distribution and a full web-enabled copy was placed online at the Maryland State Archives’ website at: [http://slavery.msa.maryland.gov/pdf/researching\\_african\\_american\\_families.pdf](http://slavery.msa.maryland.gov/pdf/researching_african_american_families.pdf)

The Chair asked for information on the distribution of the book. Emily Oland Squires reported that boxes of books had been given to the Banneker-Douglass Museum, the Harriet Tubman Discovery Center, and the Reginald F. Lewis Museum, and that the Archives would give copies to any organization that wanted them. She emphasized that the web-enabled copy was an outstanding resource, since it provided links to the actual documents and to the Archives’ Guide to Government Records. The Archives has advertised these free copies on social media and the Archives’ website, and has advised organizational partners of their availability.

The Chair noted that the Maryland Judiciary Annual Conference, to be held in Cambridge, had arranged for a tour of the Harriet Tubman Discovery Center by attendees. She thanked the Archives for their partnership with the Discovery Center.

## **Records and Access**

### **Records Management Update**

Christian Skipper reported that agency compliance with the recent revisions to Annotated Code of Maryland State Government Article 10-610 requiring each agency head to appoint a Records

Officer has been gratifying. Fifty-six records officers have been appointed for state Executive, Legislative, and Judicial departments as well as Constitutional offices, independent agencies, and inter-county agencies. Records Officers have also been appointed for three counties and twenty-one municipalities. Guidance packets have been provided and the transition to revised retention schedule forms has been completed. These forms streamline the process by combining two forms into one and introducing an option for online schedule drafting. The Archives' next step is to develop a more robust outreach and training program designed specifically for Records Officers.

Mr. Baker noted that Mr. Skipper has accepted a recently-created position with the Department of Transportation to oversee development of that agency's records management practices, especially those pertaining to electronic records. The Archives looks forward to working with Mr. Skipper in his new capacity.

### **Records Management Challenges: Volatility of Storage Media**

James Watson reported that the Archives has begun the systematic upload of digital records that had been transferred to the Archives on a variety of storage media, most often CDs. Archives staff are also updating finding aids as necessary to ensure this data can always be located.

To begin this process, Archives staff uploaded permanent corporate records generated by the State Department of Assessment and Taxation. Since September, Archives staff have uploaded and accessioned 357 CDs to the Archives' repository.

The Archives is also taking steps to mitigate challenges created by encrypted or proprietary formats and media and is providing training to agencies on best practices in transferring these records.

### **Delivery of Reference Services: A Changing Profile**

Mike McCormick reported on changes in the ways the public prefers to access information from the Archives. With increased electronic access over the last few years, not only has the Archives experienced a dramatic increase in the level of demand for reference services but has also witnessed a dramatic shift in patron preferences, with the proportion of reference inquiries received "in person" being far outpaced by the requests received "remotely." As well, the September 11th attacks, combined with other cultural changes, saw in-person visits fall from 1500+ a month in the 1990s to 600 per month currently.

To illustrate this development, in the past three quarters Archives staff handled 56,946 reference service inquiries of all kinds and from all sources through the first nine months of FY 2018. Of this total, 52,159 requests for reference services of all kinds (91.6%) were received "remotely" via phone, fax, email, or USPS, while 4,787 such requests (8.4%) were delivered "in person" in our public search room.

This changing profile of the delivery of reference services has profound implications. At current rates, the Archives is on a pace to receive and process 75,928 requests for reference services in FY 2018 - more than five times the annual level of reference services delivered twenty-five years ago - with only about 60% of the staffing levels we had in 1993. Mr. McCormick praised Archives staff for their dedication and professionalism in rising to the challenges of these significant changes in reference service delivery.

## **Commission on Artistic Property**

### **Display Installations**

Catherine Rogers Arthur reported that since fall 2017, the Commission on Artistic Property has worked to get the significant acquisitions mentioned at the last HRC meeting onto public display.

The Adam Peeples silver service has had repairs made by silversmith Henry Powell Hopkins III of Baltimore, and was painstakingly polished by the Archives Conservation department with assistance from curatorial and other Archives staff members. The cream jug, sugar bowl, and waste bowl have been put on display in the Taylor House Office Building, and the coffee and tea pots are now in the dome case in the Archives Room of the State House. Ms. Rogers Arthur noted that an important priority for Commission president Matt Lalumia is to get as much of the State's art collection as possible out on display where people can appreciate it.

In the Stairwell Room, a letter from Governor Thomas Johnson to Daniel of St. Thomas Jenifer, the first president of the Maryland Senate, is displayed along with reproductions of portraits of the two gentlemen from the state's collection.

The five-piece presentation service for Governor Augustus Bradford is now on display in one of the cases in the Miller Senate Office Building.

Ms. Rogers Arthur noted the contributions of Archives conservators, Jenn Cruickshank and Camille DiMarco, for their painstaking work in preparing these objects for display.

Ms. Rogers Arthur reported a year-end gift from the estate of Orlando Ridout IV. This included a portrait of Governor Horatio Sharpe and household objects associated with him. Ms. Rogers Arthur noted that the Artistic Property Commission does not have museum galleries to work with but rather exhibition spaces, which require that objects be rotated through with appropriate interpretation. Finding exhibition space is a constant, creative endeavor for her department.

### **Sculpture**

Ms. Rogers Arthur reported that findings from a DGS structural conditions assessment of the Old House of Delegates Chamber have been shared with Archives staff, effectively giving the go-ahead for the development of the sculptures of Frederick Douglass and Harriet Tubman.

Mr. Baker noted that the removal of the Thurgood Marshall Memorial sculptural components for safekeeping during steam pipe replacement will be an important project for the Archives. The availability of the Archives' Woodlawn storage facility will be a key aspect in its success.

### **Other Issues**

Ms. Rogers Arthur reported that the interpretation of the Old Treasury Building, the final element of the State House Visitor Experience Master Plan, has been identified as a priority by the State House Trust. The initial project will be led by DGS and the Maryland Historical Trust with the assessment and stabilization of the building and the removal of materials still stored there from the restoration of the Old Senate Chamber. While this aspect is underway, the interpretive plan will be more fully developed.

### **Research and Outreach**

#### **Year of Frederick Douglass**

Emily Oland Squires reported that Archives staff have been actively participating in planning and supporting the events of the *Year of Frederick Douglass* in Maryland, commemorating the 200th anniversary of the birth of Douglass in Talbot County. The Archives hosted its own event, co-sponsored by the Legislative Black Caucus of Maryland in the Joint Hearing Room. Dr. Celeste-Marie Bernier gave a public lecture on the Douglass family, who continued to have an impact in Maryland for many years. Her talk was based on the study of records held by the Archives. A display on Frederick Douglass will be mounted in the Archives' search room in a matter of days, including a document which records Douglass's birth.

#### **19th Amendment Commission Marker Unveiling**

Ms. Oland Squires reported that Archives' staff serve on the Governor's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution. The Commission, in partnership with the City of Hyattsville, placed a historic marker commemorating a suffrage motorcade that stopped on that site and held a rally of over 500 people on July 31, 1913. Between now and the 2020 anniversary year, the Commission hopes to erect more of these markers throughout the state to celebrate Maryland's role in the women's suffrage movement. Ms. Oland Squires noted that the Archives is researching and developing a primary source document package for the classroom on the suffrage movement in Maryland.

#### **Educational Partnerships**

Ms. Oland Squires noted the Archives' continued work with the University of Maryland iSchool and the work of staff in team teaching courses with faculty at Washington College and St. Mary's College.

## Special Collections

Maria Day, head of the Special Collections department, asked that HRC members review a draft on collections development and management policy, which is intended to provide policy guidance for the acquisition and use of donated special collections. This will be the first written revision governing our policies for special collections in 27 years. Ms. Day noted that the new policy will clarify the Archives' stance on such legal issues as intellectual property rights, copyright infringement, public access restrictions, and liability for loss or damage.

Mr. Baker noted instances in the past in which potential donors asserted their desire to retain ownership of donated material and other instances in which donors also wished for Archives to enforce copyright on behalf of donors. He emphasized the need for gifts to the state to be unencumbered, and stated that potential donors, both corporate and individual, need to be presented with a clear policy statement prior to making a donation to the Archives.

The policy draft can be found at: [Draft of Policy on Collections Development and Management](#) Members are asked to forward any comments or suggestions to the attention of [maria.day@maryland.gov](mailto:maria.day@maryland.gov).

A motion was made that Commission members would review the policy before the next meeting and make recommendations for improvement directly to Ms. Day before that meeting.

## Recent Gifts, Deposits, & Acquisitions

### **Report on records received since last Hall of Records Commission meeting:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc\\_records\\_received\\_spring2018.pdf](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_records_received_spring2018.pdf)

### **Special Collections:**

[https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc\\_special\\_collections\\_report\\_mhtml.html](https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000047/hrc_special_collections_report_mhtml.html)

SPECIAL COLLECTIONS MSA SC 6205: Maryland Society of the Sons of the American Revolution Smallwood Collection.

Owen Lourie reported that a collection of Revolutionary War-era correspondence sent and received by William Smallwood was purchased at auction by the Maryland Society of the Sons of the American Revolution (SAR), in partnership with the Archives and the Friends of the Maryland State Archives. Mr. Baker thanked Adam Goodheart of Washington College for his efforts in identifying the collection, and expressed the Archives' gratitude for the SAR's generosity and for General James A. Adkins efforts in particular. Mr. Baker invited HRC members to the collection's official unveiling in September in the Old Senate Chamber. Washington College's role in researching the collection will be acknowledged, as will General Adkins' leadership in acquiring it.

BTR 42: Baltimore City Historical Society Topic Files, Baltimore City Archives

BMS 51: Alumni of Eastern High School Collection

BMS 52: Sun Newspaper Library Reference and Government Publications Collection, Baltimore City Archives

**Government Publications:**

[http://msa.maryland.gov/msa/refserv/govpub/egovpubs\\_accessions/egovpubs\\_accessions.html](http://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.html)

**Additions to State Art Collection:**

MSA SC 1545-3494-98

A group of objects associated with Proprietary Governor Horatio Sharpe, the Ridout family, and Whitehall were made as year-end gifts by Mollie Ridout. They include: a portrait of Horatio Sharpe, unknown artist copy of the original by Hesselius, 1947; square piano by James Henry Houston, 1796-9; piano stool, probably Annapolis, c. 1800; mahogany bedstead associated with Horatio Sharpe, probably Annapolis, c. 1760; document cabinet, probably Annapolis, upper cabinet 1750-60, lower cabinet 1800-10.

The Chair moved to approve the resolution of appreciation for all recent gifts and the motion was unanimously approved.

**Forthcoming Special Meetings of the Commission & Events of Interest**

Mr. Baker invited HRC members to the following events:

**May 12, 2018:** From noon to three p.m. An open house to celebrate the 150th anniversary of Government House.

**May 16, 2018:** At noon. A Lunch and Learn Program at the Archives. Bob Richardson and Grace Fielder will give a talk on "Best Endeavor - Mining for Answers in a Forgotten Harford County Town."

**Old Business** - No old business

**New Business** - No new business

**Next meeting** - Upon the call of the Chair

**Adjournment** - The Chair adjourned the meeting at 1:35 p.m.

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Mr. Timothy D. Baker

State Archivist and Commissioner of Land Patents

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